

2022 EDITION



MetroList[®]
THE TRUE SOURCE

ORIENTATION & RESOURCE GUIDE

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Welcome to **MetroList**[®]

We are excited you have joined MetroList[®], Northern California's largest Multiple Listing Service (MLS). With more than 22,500 subscribers, MetroList gives you direct access to one of the most powerful and trusted cloud based real estate software solutions in the industry.

Each day, tens of thousands of licensed real estate agents depend on Prospector+ to search, list, and obtain information about real estate in Amador, Butte, Colusa, El Dorado, Merced, Nevada, Placer, Sacramento, San Joaquin, Stanislaus, Sutter, Yolo, and Yuba Counties.

In addition, through reciprocal agreements and regional MLS affiliations, MetroList gives you easy access to listing data in 13 additional Northern California counties at no additional cost.

The MetroList team is ready to serve your MLS needs today and into the future!



Our Mission

To support real estate professionals in securing their clients' dreams of home ownership by providing premier tools, business solutions, specialized training, and exceptional services.

Contents

02 MLS Dashboard

03 The MLS System

04 Local and Regional Listings

06 MetroList.com Public Site

07 Complimentary Website and IDX Solutions

08 Supra eKEY and iBOX

09 Keybox Access In 26 Counties

10 Products and Mobile Apps

12 CA Property Tax Records

13 Market Statistics

14 MLS Rules and Data Integrity

15 The Most Asked About MLS Rules

16 Education and Training

17 Subscriber Resources

18 Contact and Admin Centers

MLS Dashboard

Once signed into your MetroList account, you have full access to an easy-to-use MLS Dashboard system that puts your favorite MLS tools and resources at your fingertips!

MLS Dashboard Features:

- One click access to the MetroList Prospector+ system
- View training calendar and register for classes and webinars
- Single Sign On access to your favorite MLS tools and programs
- Easily manage showings
- Integrated Association news and links!

Prospector+ MLS System

The Prospector+ MLS system delivers seamless access to listing data and sold information across multiple MLS boundaries in Northern California.



Powered by **RapattoniMLS**

Prospector+ Features:

- Advanced mapping components powered by Google Maps™
- Interactive Client Portals
- Customizable Searches and Hotsheets
- Feature-Packed Custom Report Writer
- Social media integration
- Available across all digital devices
- And much more!

AVAILABLE ON
MOBILE AND
DESKTOP!



Local and Regional Listings

Enter and Search Listings In 26 Counties

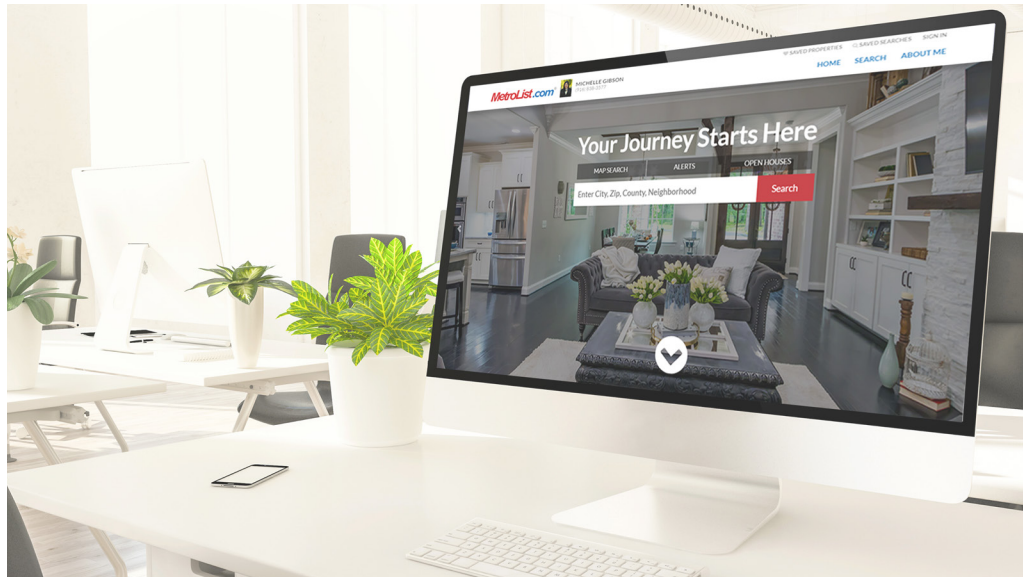
With your MetroList subscription, you have complete access to enter and search listings in the 13 county MetroList Service Area and in the NORCAL MLS® Alliance which includes 13 additional counties in 6 neighboring MLSs, all at no additional cost.

What does this mean to you? MetroList subscribers no longer need to be a member of any of the following MLSs because your subscription includes access to enter and search listings in the Bay Area Real Estate Information Service, Inc. (BAREIS), Bay East Association of REALTORS®, Contra Costa Association of REALTORS® (CCAR), bridgeMLS, MLSListings, Inc., and San Francisco Association of REALTORS® (SFAR).



- MetroList
- BAREIS MLS
- SFAR
- Bay East
- bridgeMLS
- CCAR
- MLSListings

Public Search Portal



MetroList.com®

MetroList.com is a public search portal created by MetroList for the benefit of its subscribers. Each month, MetroList.com is used by more than 2 million consumers to view the most timely and up-to-date real estate data in the MetroList service area.

Unlike national real estate websites, MetroList does not allow any commercial or real estate advertising to be displayed. In fact, the sole purpose of MetroList.com is to bring added value to Participants and Subscribers by giving consumers a LOCAL and more reliable alternative to other national real estate websites. Every results page includes the listing agent's contact information.

Best of all, MetroList.com's consumer search portal provides leads to the listing agent or office at no additional cost!

Local Real Estate Experts

Get local expertise to help you sell your existing property or to purchase a new one.

[Find an Agent](#)

Complimentary Website & IDX Solutions

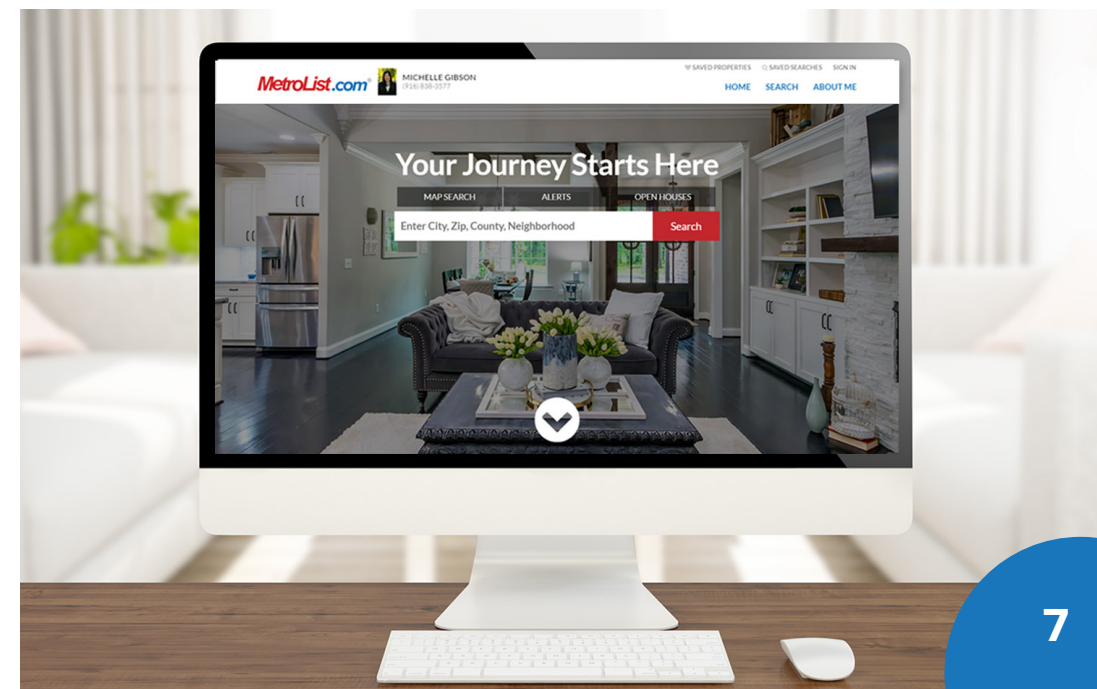
MetroList offers a variety of websites and IDX solutions to help you in your real estate business. These tools allow you to have an instant web presence, an IDX feed on your own real estate website, and more. To learn about these products, visit the MetroList Information Center.

Complimentary MetroList.com Website

As a MetroList Subscriber, you will receive a beautiful, user-friendly MetroList.com complimentary Agent Website with lead captures sent directly to your email. If you are looking for more marketing horsepower, MetroList.com offers upgraded packages to help you in your real estate business.

Complimentary Agent Websites include:

- Agent Profile
- Interactive Map Search
- Lead Capture
- And more!



Supra eKEY and iBox

MetroList uses the Supra iBox BT LE Lockbox system, among the most advanced technologies in the industry. In conjunction with the Supra eKEY, the MetroList system is designed to provide a convenient access control system for Participants and Subscribers who list properties in Prospector+.



The eKEY application enables most smartphones, tablets, and iPad devices to become your lockbox key. The eKEY App on your device wirelessly updates so you can do business anywhere.

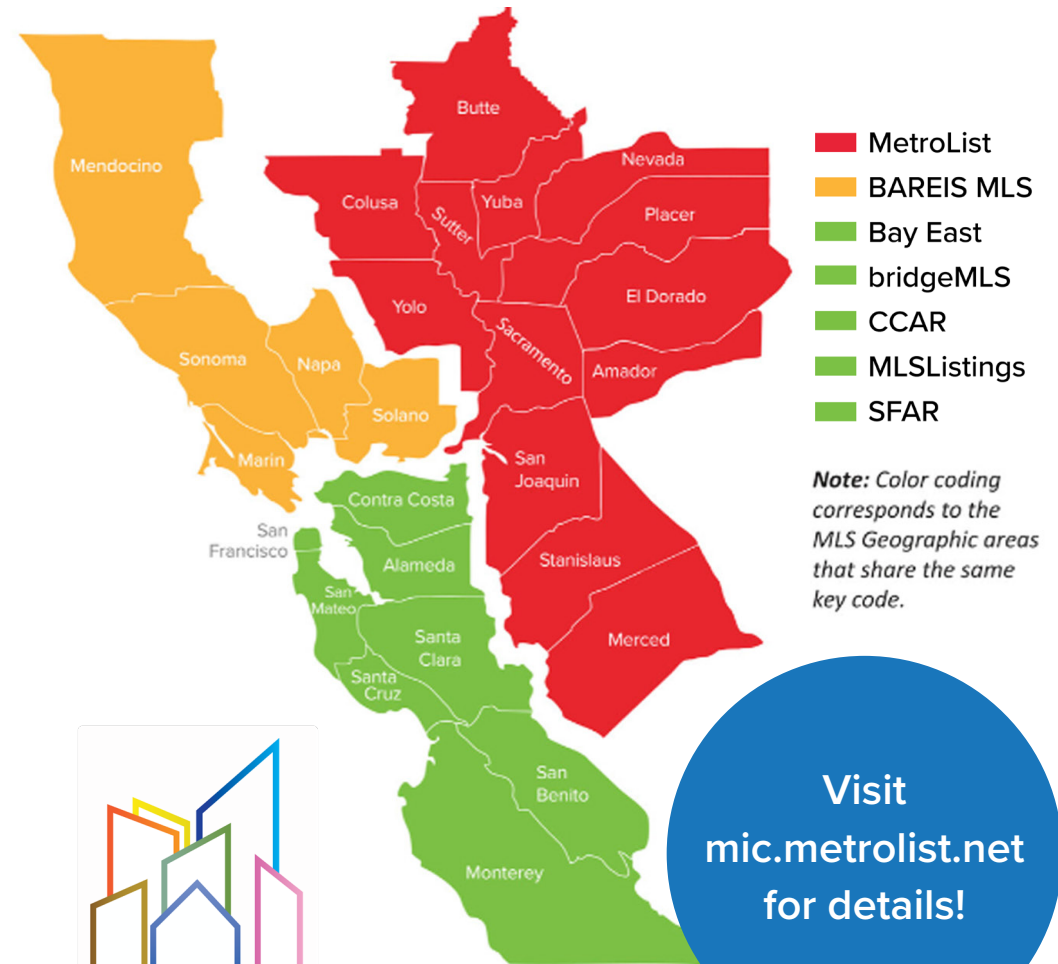


iBoxes are access control devices which provide a means for Participants and Subscribers to enter listed properties. In addition, the iBox BT LE digitally records all access history to the property and is a valuable tool for access follow-up.



Keybox Access In 26 Counties

MetroList has made it easier to show listings in 26 Northern California Counties without being a subscriber to one of the cooperating MLSs or Associations. To program your key for co-op keyholder access in other areas, please contact the appropriate MLS or Association (a co-op key fee may apply).



Note: Color coding corresponds to the MLS Geographic areas that share the same key code.

Visit mic.metrolist.net for details!



Products We Offer

Expand your opportunities even further with these Products and Services included in your MetroList Subscription!



Win more listings with great first impressions. Create visually appealing, data-rich CMAs.



Real time listing alerts combined with social-style notifications and collaboration will help your clients find their dream home faster than ever!



Realtor.com Professional Search includes millions of active listings across 600 MLSs, including nationwide schools, crime, lifestyle, transit, neighborhood information, and so much more!



Realist® is the premier provider of property tax record information. Integrated into Prospector+, Realist® offers searchable access to tax records in all 58 California counties.



MetroListPRO provides a variety of tools including wordpress websites, IDX plugins and IDX/MLS search packages.



Generate more showings, streamline scheduling appointments and make showing your listing a breeze!

Mobile Apps



The MetroList MLS app, powered by Rapattoni Edge MLS, allows real estate professionals to search for listings and access other MLS features on mobile devices. It delivers accurate, live, real-time listing data along with pictures, listing history, the ability to share listings via email or social media, and all of the other features users have come to expect from Prospector+.



Homesnap Pro makes agents more productive, brings in more revenue for brokers, and allows real estate professionals to market themselves and their listings automatically and seamlessly within the app.



HomeSpotter, powered by MetroList Services® data gives you the freedom to be more productive on the go with always updated MLS information, powerful search capabilities, and the ability to share a branded app with your clients.



Real Safe Agent is a comprehensive Personal Safety Program that empowers the real estate community to cooperate and collaborate to help keep each other safe.



Upload photos directly to the MLS with the MetroList Mobile App!

Statewide Tax Records

MetroList Participants and Subscribers have easy access to Realist®, the premier provider of property tax record information, in all 58 California counties. Access to property tax record information is available on the MLS Dashboard and integrated within Prospector+.

Included in Realist® property tax information is Last Market Sales and Sales History, Search Customization, CMA's, Mapping Tools, Search Pre-Foreclosures and Distressed Houses, and the ability to run up to 5,000 mailing labels per month.

Realist®

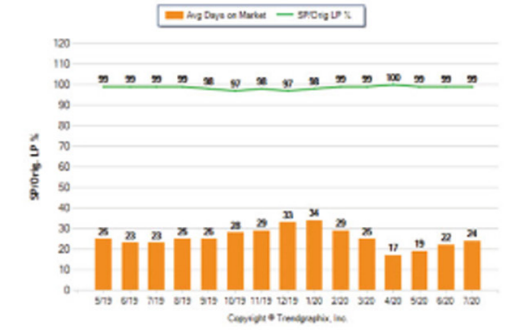
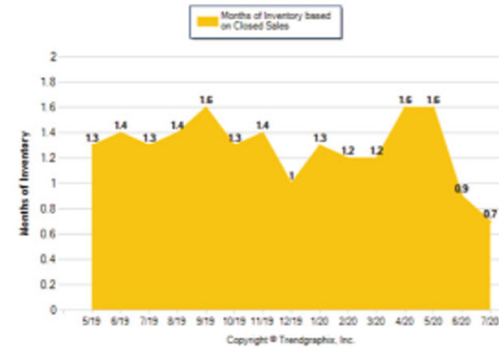
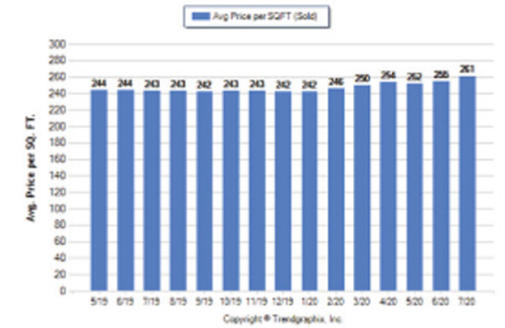
FEATURES:

- Full Property Tax Info
- Marketing Tools
- Parcel Maps
- Market Trends
- Flood Maps



Market Statistics

TRENDVision is a powerful software program integrated with Prospector+ that delivers in-depth real estate statistics and market reports. This tool enables users to provide the most up-to-date market information to their clients and can also help generate agent leads. Access TRENDVision on the MLS Dashboard or the Trends link on the Prospector+ Homepage menu bar.

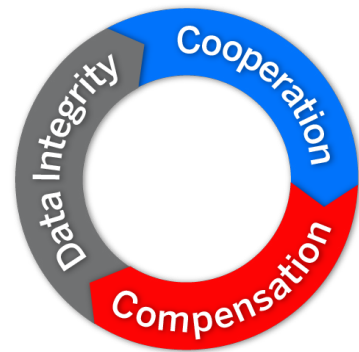


Quick Access
From Your
MLS Dashboard

TRENDVISION
MLS Market Reports

MLS Rules and Data Integrity

One of the core MetroList responsibilities is to ensure the integrity and proper maintenance of the MLS data. With thousands of real estate professionals relying on the integrity and reliability of the MLS data, our team of Compliance professionals work hard every day to make certain that information is entered correctly so that you can provide the most up-to-date and meaningful information to your clients.



CheckIT - Helps Improve Your Listing Data

CheckIT

Use CheckIT, powered by Corelogic, an automated technology to improve listing data accuracy and completeness in real time. CheckIT allows Prospector+ users to scan their ACTIVE listings and immediately identify potential data input errors or MLS rule violations. Use the CheckIT button after you enter or modify a listing. The CheckIT function cannot be performed on a listing that has been saved as incomplete.

MLS Rule Violation Submission Process

ReportIT

Maintaining the integrity of the MLS Data is paramount to MetroList Participants and Subscribers. Inside each MetroList listing is a link to report

potential MLS rules violations. All reported complaints are processed by the Compliance Department, and validated compliance issues take approximately 3-5 business days to resolve.

The Most Asked About MLS Rules



To ensure the integrity and security of the MLS data and the cooperative nature of the MLS system, it is important that you keep this top five list of the most asked about MLS Rules close by and handy for your ongoing reference.

1. **Never share** your Agent Id, Password and Lockbox Key with anyone as they are provided for your use only.
2. All listings entered into the MLS must have a valid listing agreement.
3. All data entered into the MLS about your listing should be accurate, timely, and meaningful.
4. All listings must be entered into Prospector+ within 3 calendar days and in accordance with MLS Rule 7.6 - Mandatory Submission.
5. Report all changes in status within three (3) calendar days.



Education & Training

We're here to help you get the MOST out of your MetroList subscription! We invite you take advantage of a full range of webinars, training courses, and workshops that are included in your subscription. To sign-up, visit the MLS dashboard and click on Training.

Educational classes that meet your needs!

- Webinars
- Recorded Sessions
- Informative Seminars
- In-Office Training
- Hands-on Workshops



Quick Access
From Your
MLS Dashboard

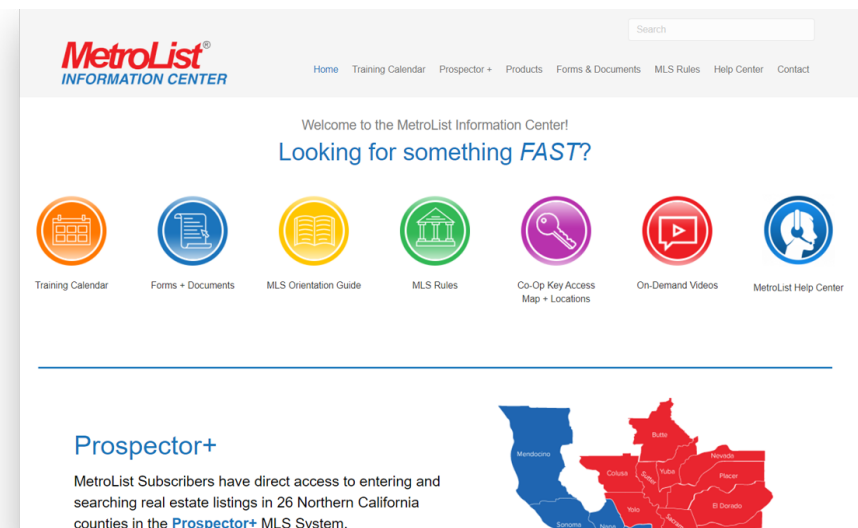
Subscriber Resources

Our professional, dedicated and knowledgeable staff is here and ready to assist you. Whether you have questions about how to access Prospecto+, purchase a keybox or solve a technical support issue, simply call or visit any MetroList Administrative Center and our staff will provide you the information to get you on your way.

- Automatic bill payments and billing questions
- Prospecto+ technical support
- Keybox questions and support
- Subscriber education
- MLS Rules questions
- Questions about your service
- Reciprocal access
- New account set-up or changes
- MetroList.com and MetroListPRO products and support

MetroList Information Center

The MetroList Information Center is the one-stop shop to sign up for training, read the MLS Rules, learn about services/products and access FAQs that answers many of your MLS questions. You will find links to the MetroList Information Center in the MLS Dashboard and Prospecto+.



Contact MetroList



Main Office Hours

Monday - Friday
7:30 am - 4:30 pm

Technical Support Hours

Monday - Friday | 7:30 am - 6:00 pm
Saturday - Sunday | 9:00 am - 3:00 pm



(916) 922-7584 or (888) 898-9788

OPTION 1 - KEY OR KEYBOX EQUIPMENT

OPTION 2 - TECHNICAL SUPPORT | support@metrolist.net

OPTION 3 - SUBSCRIBER SERVICES | accounts@metrolist.net

OPTION 4 - MLS RULES COMPLIANCE | compliance@metrolist.net

OPTION 5 - METROLIST.COM AGENT WEBSITES | websitesupport@metrolist.com

OPTION 6 - IDX APPROVALS/DATA LICENSING | idxapprovals@metrolist.net

OPTION 7 - TRAINING AND EDUCATION | training@metrolist.net



US Mail

MetroList Services, Inc.
P.O. Box 340340
Sacramento, CA 95834



MetroList Regional Administrative Centers

For your convenience, MetroList has several regional offices and administrative centers located throughout our service area. Each location is staffed with friendly and knowledgeable representatives who can assist you.

Amador County Association of REALTORS®
(209) 223-3874
acar@metrolist.net
577 CA-49
Jackson, CA 95642

Central Valley Association of REALTORS®
(209) 858-1700
cvar@metrolist.net
531 E. Yosemite Avenue
Manteca, CA 95336

El Dorado Association of REALTORS®
(530) 676-0161 or (916) 933-3223
edcar@metrolist.net
4096 Mother Lode Drive
Shingle Springs, CA 95682

Lodi Association of REALTORS®
(209) 368-5316
lar@metrolist.net
LODI OFFICE:
777 S Ham Lane #B, Lodi, CA 95242
MODESTO OFFICE:
1620 N. Carpenter Rd, Suite D48
Modesto, CA 95351

Nevada County Association of REALTORS®
(530) 272-2627
nevada@metrolist.net
336 Crown Point Circle
Grass Valley, CA 95945

Placer County Association of REALTORS®
(916) 624-8271
pcar@metrolist.net
270 Technology Way STE 100
Rocklin, CA 95765

Sacramento Association of REALTORS®
(916) 922-7711
sar@metrolist.net
2003 Howe Avenue
Sacramento, CA 95825

Sutter-Yuba Association of REALTORS®
(530) 674-4222
syaor@metrolist.net
1558 Starr Drive
Yuba City, CA 95993

Yolo Association of REALTORS®
(530) 666-4253
ycar@metrolist.net
449 Elm Street
Woodland, CA 95695

InTheKnow

The Multiple Listing Service keeps you
In The Know™ about all things real estate!



MetroList®
THE TRUE SOURCE

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